

**OAK RIDGE OPERATIONS OFFICE
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION
NOMINATION FOR EMPLOYEE(S) RECOGNITION**

1. AWARD NOMINEE(S): _____

2. ORGANIZATION: _____

3. CURRENT TITLE, SERIES, GRADE: _____

4. AWARD TYPE:

_____ ON-THE-SPOT \$: _____ (ORO \$50 - \$500) (OSTI \$25 - \$500)

_____ TIME OFF: # OF HOURS _____ (see award scale)

_____ SPECIAL ACT OR SERVICE: RECOMMENDED \$: _____ (see award scale)

_____ MANAGERIAL/SUPERVISORY PERFORMANCE AWARD: RECOMMENDED %: _____

_____ QUALITY STEP INCREASE (QSI):

A. RECOMMENDATION COVERS SERVICE FROM: _____ TO: _____

B. HOW LONG IN POSITION AND GRADE RECOMMENDATION IS FOR: _____

C. DUE DATE OF NEXT REGULAR WITHIN GRADE INCREASE: _____

D. CURRENT STEP: _____

E. DATE OF LAST QSI (IF ANY) _____

5. COST CENTER/

B&R CODE: _____ FUNDS AVAILABLE: _____
SIGNATURE & ROUTING SYMBOL OF FUNDS CERTIFYING OFFICIAL

6. RECOGNITION JUSTIFICATION ATTACHED: _____ YES _____ NO

7. CERTIFICATE WORDING ATTACHED: _____ YES _____ NO

8. _____
Recommending Official's (Name, Title, and Signature) Date

9. _____
Award Nominee's Supervisor's Approval, if not listed above (Name, Title, and Signature) Date

10. _____
Final Approving Official, if required (Name, Title, and Signature) Date

Personnel Official Signature

Date

EFFECTIVE DATE OF AWARD

PRIVACY ACT STATEMENT: Title 5 U.S.C., Chapter 45, Incentive Awards, authorizes solicitation of this information. The information will be used by the agency to determine employee's eligibility for an award under 5 U.S.C., section 4505 and 4507. This information may be shared with law enforcement agencies when they are investigating a violation or potential violation of the civil or criminal law. The Social Security Number (SSN) is requested under the authority of Executive Order 9397 (11/22/43) for the orderly administration of personnel records. Submission of the SSN is voluntary and failure to furnish the SSN on this form will have no effect on the award. The personal information obtained from this form will be maintained in system of record DOE-1, DOE Personnel and General Employment Records.

**OAK RIDGE OPERATIONS
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION
ON-THE-SPOT (OTS) RECOGNITION**

1. BASIS. Recognition of a significant deed or accomplishment performed with exceptional and unanticipated speed and quality under difficult or unusual circumstances.
2. ELIGIBILITY. Any Oak Ridge Operations (ORO) or Office of Scientific and Technical Information (OSTI) employee is eligible.
3. RECOGNITION AMOUNT. Awards will not be less than \$50 for ORO employees and \$25 for OSTI employees. The maximum amount of an OTS award is \$500 per individual.
4. RECOMMENDING AND APPROVING OFFICIALS.

ORO: Each OTS nomination must include: (1) a recommending official (branch chief or above), (2) and approving/disapproving official at least one level of management higher than the recommending official, and (3) certification from the appropriate office manager that funds are available.

OSTI: Each OTS nomination must include: (1) a recommending official (Assistant Director) and (2) the approval/disapproval of the Assistant Director for Administration and Information Services (ADAIS).

5. PROCEDURES AND RESPONSIBILITIES.

- a. ORO: The Planning and Budget Division will allocate funds for monetary awards at the Assistant Manager level and above at the beginning of each fiscal year based upon an amount authorized by the Senior Management Board. Each organization that is allocated funds is responsible for adhering to its allocation. The award will be charged to the recommending official's organization account.

OSTI: The ADAIS will establish a budget for monetary awards at the beginning of each fiscal year and will certify funds availability of each award.

- b. ORO: The recommending official may be either the employee's supervisor (Branch Chief or above) or another supervisor at the Branch Chief level or above. If the recommending official is not the employee's supervisor, the nomination must be routed through the employee's supervisor for concurrence.

OSTI: The recommending official may be either the employee's supervisor (Assistant Director or above) or another supervisor at the Assistant Director level or above. If the recommending official is not the employee's supervisor, the nomination must be routed through the employee's supervisor for concurrence.

- c. ORO: The approving/disapproving official will be the employee's second-level supervisor or the next level of supervision above the recommending official unless the latter is the Manager of ORO.

OSTI: The approving/disapproving official will be the ADAIS.

- d. ORO: Within 30 days after the accomplishment on which the nomination is based, the recommending official will submit the "Nomination for Employee(s) Recognition" form to the ORO Personnel and Management Analysis Branch (PMAB). The nomination must include: (1) written justification which states the basis of the award (i.e., the accomplishment, circumstances that warrant recognition, and the value or impact of the employee's contribution); and (2) wording for the OTS certificate.

OSTI: Within 30 days after the accomplishment on which the nomination is based, the recommending official shall submit to the Office of the ADAIS OSTI F. 331.1, "Special Act or Service Recognition" form located on OSTI's Intranet. The ADAIS will forward the nomination form to the PMAB for processing.

- e. All nominations are to be entered into CHRIS Workflow by the recommending official.

- f. ORO: The PMAB will review the OTS nomination for regulatory compliance, prepare an SF-50, Notification of Personnel Action; and prepare an award certificate. The employee copy of the SF-50 and the award certificate will be provided to the organization which recommended the award.

OSTI: The PMAB will review the OTS nomination for regulatory compliance and prepare an SF-50, Notification of Personnel Action. The SF-50 will be provided to the Office of ADAIS.

- g. The award certificate, nomination form with justification, and employee SF-50 should be presented to the employee in the presence of an appropriate audience (i.e., coworkers in the immediate organization).

**OAK RIDGE OPERATIONS
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION
TIME OFF RECOGNITION**

1. **BASIS.** Recognition of the superior accomplishment or other personal effort (individual or group) that contributes to the quality, efficiency, or economy of government operations. See the Time Off Recognition Scale for examples of achievements for which the award is appropriate.
2. **ELIGIBILITY.** Any Oak Ridge Operations (ORO) or Office of Scientific and Technical Information (OSTI) employee.
3. **RECOGNITION AMOUNT.** Full-time employees may be awarded up to 40 hours. Part-time employees may be awarded up to one-half of the number of hours of work in the employee's biweekly scheduled tour of duty. For example, an employee who works 64 hours a pay period could be granted up to 32 hours for a time off award.
4. **LIMITATIONS.** Full-time employees may be awarded a maximum of 80 hours per leave year. Part-time employees may be awarded a maximum which equals the number of hours of work in the employee's biweekly scheduled tour of duty per leave year. For example, an employee who works 64 hours a pay period may be granted a maximum of 64 hours of time off per leave year.
5. **PROCEDURES AND RESPONSIBILITIES.**
 - a. ORO: Time off nominations for 8 hours or less shall be approved by the employee's first-level supervisor. Nominations for more than 8 hours shall include: (1) a recommending official (branch chief or above); (2) the concurrence of the employee's supervisor (if not the recommending official); and (3) the approval of recommending official's supervisor or above, unless the latter is the Manager of ORO.

OSTI: All time off nominations shall include: (1) a recommending official (Assistant Director or above); (2) the concurrence of the employee's supervisor (if not the recommending official); and (3) the approval/disapproval of the Assistant Director for Administration and Information Services (ADAIS).
 - b. The recommending official shall complete the "Nomination for Employee(s) Recognition" form. ORO nominations shall be submitted to the Personnel and Management Analysis Branch (PMAB). OSTI nominations shall be submitted to the OSTI Office of the ADAIS and forwarded to the PMAB. ORO and OSTI nominations shall include: (1) written justification stating the basis for the recognition, i.e., the accomplishment, the circumstances that warrant recognition, and the value or impact of the employee's contribution (as defined in the Time Off Recognition Scale for Single Contribution); and (2) wording for the certificate.
 - c. All nominations are to be entered into CHRIS Workflow by the recommending official.
 - d. ORO: The PMAB shall review the award nomination for regulatory compliance, prepare an SF-50, Notification of Personnel Action, and prepare an award certificate. The SF-50 and award certificate should be provided to the recommending official for presentation to the recipient.

OSTI: The PMAB shall review the award nomination for regulatory compliance, prepare an SF-50, Notification of Personnel Action. The SF-50 will be provided to the Office of the ADAIS for presentation.
 - e. The SF-50 and award certificate should be presented to the recipient in the presence of an appropriate audience (i.e., coworkers in the immediate organization).
 - f. The award recipient shall complete OPM Form 71, "Request for Leave or Approved Absence," to schedule Time Off awarded. The leave shall be approved by the recipient's supervisor.
 - g. Time Off Awards shall be granted in whole hour increments, may be used in 15 minute increments, and is to be scheduled and used within 1 year after the award is granted.
 - h. Time and Attendance (T&A) clerks shall record the leave under the Time Off Recognition leave code.

TIME OFF RECOGNITION SCALE FOR A SINGLE CONTRIBUTION

VALUE TO ORGANIZATION

NUMBER OF HOURS

Moderate:

1 to 10

- a. A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.
- b. Beneficial change or modification of operating principles or procedures.

Substantial:

11 to 20

- a. An important contribution to the value of a product, activity, program, or service to the public.
- b. Significant change or modification of operating principles or procedures.

High:

21 to 30

- a. A highly significant contribution to the value of a product, activity, program, or service to the public.
- b. Complete revision of operating principles or procedures with considerable impact.

Exceptional:

31 to 40

- a. A superior contribution to the quality of a critical product, activity, program, or service to the public.
- b. Initiation of a new principle or major procedure with significant impact.

**OAK RIDGE OPERATIONS
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION
SPECIAL ACT OR SERVICE (SAS) RECOGNITION**

1. **BASIS.** Recognition granted for a one-time act, service, or other nonrecurring accomplishment by an employee or group of employees that is in the public interest and connected with or related to official employment. This type of recognition is appropriate when performance is substantially beyond expectations on a specific assignment, a single scientific achievement, act of heroism, or similar one-time special act or accomplishment.
2. **ELIGIBILITY.** Any Oak Ridge Operations (ORO) or Office of Scientific and Technical Information (OSTI) employee.
3. **RECOGNITION AMOUNT.** The maximum amount that may be approved locally is \$7,500. The recognition may be based on Tangible or Intangible contributions, see the appropriate SAS scale.
4. **LIMITATIONS.** There is no limit on the amount of a group award as long as no individual award to any member of the group exceeds \$7,500. Individual amounts exceeding \$7,500 must be approved by the Secretary of Energy. Amounts exceeding \$10,000 for an individual must have OPM approval.
5. **PROCEDURES AND RESPONSIBILITIES.**
 - a. ORO: The Planning and Budget Division will allocate funds for monetary awards at the Assistant Manager level and above at the beginning of each fiscal year based upon an amount authorized by the Senior Management Board. Each organization that is allocated funds is responsible for adhering to its allocation. The award will be charged to the recommending official's organization account.

OSTI: The Assistant Director for Administration and Information Services (ADAIS) will establish a budget for monetary awards at the beginning of each fiscal year and will certify funds availability of each award.
 - b. ORO: Each SAS award nomination must include (1) a recommending official (Branch Chief or above); (2) the concurrence of the employee's supervisor (if not the recommending official); (3) the approval of recommending official's Assistant Manager or above, unless the latter is the Manager of ORO; and (4) certification from the appropriate Office Manager that funds are available.

OSTI: Each SAS award nomination must include: (1) a recommending official (Assistant Director or above); (2) the concurrence of the employee's supervisor (if not the recommending official); and (3) the approval of the ADAIS or above.
 - c. ORO: The recommending official shall submit to the Personnel and Management Analysis Branch (PMAB): (1) the "Nomination for Employee(s) Recognition" form; (2) wording for the certificate; and (3) justification in the format described below.

OSTI: The recommending official shall submit to the Office of the ADAIS: (1) OSTI F 331.1 "Special Act or Service Recognition," form located on OSTI's Intranet. The ADAIS will forward the nomination form and justification to the PMAB for processing.
 - d. Justification format for:

INTANGIBLE: (1) reason for the award, (2) value of benefit, (3) extent of application, and (4) recommended award amount.

TANGIBLE: (1) reason for the award, (2) estimated first year benefits to the government, and (3) recommended award amount.
 - e. All nominations are to be entered into CHRIS workflow by the recommending official.
 - f. ORO: The PMAB shall review the SAS nomination for regulatory compliance, prepare an SF-50, Notification of Personnel Action, and prepare an award certificate. The SF-50 and award certificate will be provided to the recommending official for presentation to the recipient.

OSTI: The PMAB shall review the SAS nomination for regulatory compliance, prepare an SF-50, Notification of Personnel Action. The SF-50 will be provided to the Office of the ADAIS for presentation.
 - g. The SF-50 and SAS certificate should be presented to the recipient in the presence of an appropriate audience (i.e., coworkers in the immediate organization).

**RECOGNITION SCALE FOR TANGIBLE BENEFITS FROM SUGGESTIONS, INVENTIONS,
AND SPECIAL ACTS OR SERVICES**

Estimated First-Year Benefits
to Government

Amount of Award

Up to \$10,000

20% of benefit

\$10,001 - \$100,000

\$2,000 for the first \$10,000 plus 3% of
benefits over \$10,000

\$100,001 or more

\$4,700 for the first \$100,000 plus 0.5% of
benefits over \$100,000

1. The minimum award for tangible benefits may be granted only when the benefits reach or exceed \$500.
2. Awards in excess of \$10,000 must be certified to the Office of Personnel Management for approval.

**RECOGNITION SCALE FOR INTANGIBLE BENEFITS FROM SUGGESTIONS, INVENTIONS,
AND SPECIAL ACTS OR SERVICES**

Value of Benefit		Extent of Application		
	Limited	Extended	Broad	General
	Affects function, mission, or personnel of one office, facility, installation, or an organizational element of headquarters (e.g., Division or Branch). Affects a small area of science or technology.	Affects function, mission, or personnel of several offices, facilities, or installations (e.g., more than one Division or Branch). Affects an important area of science or technology.	Affects functions, mission, or personnel of an entire regional area of command. May be applicable to all of an independent agency or a large bureau (e.g., ORO, OSTI). Affects a broad area of science or technology.	Affects functions, mission, or personnel of several regional areas or an entire department or large independent agency (e.g., DOE, NNSA) or is in the public interest throughout the Nation or beyond.
MODERATE VALUE – Change or modification of an operating principle or procedure which has moderate value, sufficient to meet the minimum standards for a cash award. An improvement of rather limited value of a product, activity, program, or service to the public.	\$50 - \$120 (compare with \$600 - \$1,200 tangible benefit)	\$120 - \$300 (compare with \$1,200 - \$3,000 tangible benefit)	\$300 - \$600 (compare with \$3,000 - \$6,000 tangible benefit)	\$600 - \$1,200 (compare with \$6,000 - \$12,000 tangible benefit)
SUBSTANTIAL VALUE – Substantial change or modification of an operating principle or procedure; an important improvement to the value of a product, activity, program, or service to the public.	\$120 - \$300 (compare with \$1,200 - \$3,000 tangible benefit)	\$300 - \$600 (compare with \$3,000 - \$6,000 tangible benefit)	\$600 - \$1,200 (compare with \$6,000 - \$12,000 tangible benefit)	\$1,200 - \$3,000 (compare with \$12,000 - \$72,000 tangible benefit)
HIGH VALUE – Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, program, or service to the public.	\$300 - \$600 (compare with \$3,000 - \$6,000 tangible benefit)	\$600 - \$1,200 (compare with \$6,000 - \$12,000 tangible benefit)	\$1,200 - \$3,000 (compare with \$12,000 - \$72,000 tangible benefit)	\$3,000 - \$6,000 (compare with \$72,000 - \$423,000 tangible benefit)
EXCEPTIONAL VALUE – Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$600 - \$1,200 (compare with \$6,000 - \$12,000 tangible benefit)	\$1,200 - \$3,000 (compare with \$12,000 - \$72,000 tangible benefit)	\$3,000 - \$6,000 (compare with \$72,000 - \$423,000 tangible benefit)	\$6,000 - \$12,000 (compare with \$432,000 - \$1,632,000 tangible benefit)

1. The minimum award for intangible benefits must require a comparably high standard in determining cash awards for contributions with intangible results. The value to the government must be comparable to those contributions receiving equivalent awards on the basis of tangible results.
2. Individual awards in excess of \$7,500 must be approved by the Secretary of Energy.
3. Awards in excess of \$10,000 must be certified to the Office of Personnel Management for approval.

**OAK RIDGE OPERATIONS
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION
QUALITY STEP INCREASE (QSI)**

1. **BASIS.** Recognition of an employee for excellence in performance. It is not to be used to recognize:
(1) a significant deed or accomplishment performed with exceptional/unanticipated speed and quality under difficult circumstances nor (2) for any one-time act, service, or other nonrecurring accomplishment by an employee. Regulations pertaining to QSI criteria can be found in 5 CFR 531, Subpart E.
2. **ELIGIBILITY.** Any Oak Ridge Operations (ORO) or Office of Scientific and Technical Information (OSTI) employee in the General Schedule (GS) system or any employee remaining in the merit pay (GM) system who is not at the top of the scale for his/her grade.
3. **RECOGNITION AMOUNT.** Rate of basic pay will increase from one step of the grade of the employee's position to the next higher step of that grade.
4. **LIMITATIONS.** Only one QSI may be received in a 52-week period.
5. **PROCEDURES AND RESPONSIBILITIES.**
 - a. ORO: Each QSI nomination must include: (1) a recommending official (employee's Branch Chief or above); and (2) the approval of recommending official's Assistant Manager or above, unless the latter is the Manager of ORO.

OSTI: Each QSI nomination must include: (1) a recommending official (employee's Assistant Director or above); and (2) the approval of Assistant Director for Administration and Information Services (ADAIS) or above.
 - b. ORO: The recommending official shall submit to the Personnel and Management Analysis Branch (PMAB): (1) the "Nomination for Employee(s) Recognition" form; (2) copy of the employee's most recent performance rating and corresponding performance appraisal plan; (3) wording for the certificate; and (4) justification in the format described below.

OSTI: The recommending official shall submit to the Office of the ADAIS: (1) the "Nomination for Employee(s) Recognition" form, (2) copy of the employee's most recent performance rating and corresponding performance appraisal plan, and (3) justification in the format described below. The ADAIS will forward the nomination form and justification to the PMAB for processing.
 - c. All nominations are to be entered into CHRIS workflow by the recommending official.
 - d. Each QSI justification must address: (1) that the employee's most recent performance rating of record is at the highest summary level used by the program (i.e., Meets Expectations for the pass/fail system and Significantly Exceeds Expectations for the managerial/supervisory system); (2) how the employee has demonstrated sustained performance of high quality significantly above that expected at the fully successful level in the position concerned as determined by the performance elements in the employee's appraisal plan for at least the past 52 weeks; and (3) that the supervisor is confident that this level of performance will continue.
 - e. ORO: The PMAB shall review the award nomination for regulatory compliance, prepare an SF-50, Notification of Personnel Action, and prepare the QSI certificate. The SF-50 and certificate will be provided to the recommending official for presentation to the recipient.

OSTI: The PMAB shall review the award nomination for regulatory compliance, prepare an SF-50, Notification of Personnel Action. The SF-50 will be provided to the Office of the ADAIS for presentation.

**OAK RIDGE OPERATIONS
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION
MANAGERIAL/SUPERVISORY PERFORMANCE RECOGNITION (MSPR)**

1. **BASIS.** Recognition of performance at the Significantly Exceeds Expectations (SEE) and/or Meets Expectations (ME) levels.
2. **ELIGIBILITY.** Oak Ridge Operations (ORO) or Office of Scientific and Technical Information (OSTI) managers and supervisors whose positions meet the definition of a manager or supervisor as described in the General Schedule Supervisory Guide including managers and supervisors in the excepted service at the Pay Band V and below.
3. **RECOGNITION AMOUNT.** For those with a performance rating of SEE, recognition is to the higher amount of the following: (1) equivalent to no less than 5 percent of the employee's base pay or (2) twice the highest amount of a manager or supervisor with a rating of ME and who is receiving an MSPR award.
4. **LIMITATIONS.** Employee's most recent performance rating of record must be at the SEE or ME level.
5. **PROCEDURES AND RESPONSIBILITIES.**
 - a. ORO: The Planning and Budget Division will allocate funds for MSPR at the Assistant Manager level and above at the beginning of each fiscal year as authorized by the Senior Management Board. Each organization that is allocated funds is responsible for adhering to its allocation.

OSTI: The Assistant Director for Administration and Information Services (ADAIS) will establish a budget for MSPR at the beginning of each fiscal year and will certify funds availability of each award.
 - b. ORO: Each MSPR nomination must include: (1) a recommending official (employee's Division Director or above); and (2) the approval of recommending official's Assistant Manager or above, unless the latter is the Manager of ORO.

OSTI: Each MSPR nomination must include: (1) signature of the employee's immediate supervisor; and (2) the approval of the ADAIS for funds availability.
 - c. ORO: The recommending official shall submit to the Personnel and Management Analysis Branch (PMAB): (1) the "Nomination for Employee(s) Recognition" form identifying the type of recognition to be given; (2) copy of the employee's most recent performance rating and corresponding performance appraisal plan; and (3) wording for the certificate. **For MSPR given at the ME level additional justification must be provided which addresses why recognition at this level is warranted.**

OSTI: The recommending official shall submit to the Office of the ADAIS: (1) the "Nomination for Employee Recognition" form identifying the type of recognition to be given; and (2) a copy of the employee's most recent performance rating and corresponding performance appraisal plan. **For MSPR given at the ME level additional justification must be provided which addresses why recognition at this level is warranted.** The ADAIS will forward the nomination form and performance rating information to the PMAB for processing.
 - d. All nominations are to be entered into CHRIS workflow by the recommending official.
 - e. ORO: The PMAB shall review the MSPR nomination for regulatory compliance, prepare an SF-50, Notification of Personnel Action, and prepare a MSPR certificate. The SF-50 and certificate will be provided to the recommending official for presentation to the recipient.

OSTI: The PMAB shall review the MSPR nomination for regulatory compliance; and prepare an SF-50, Notification of Personnel Action. The SF-50 will be provided to the Office of ADAIS for presentation.

**OAK RIDGE OPERATIONS
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION
EMPLOYEE SUGGESTION RECOGNITION**

1. BASIS. Recognition of a constructive idea that, when officially submitted in writing and adopted by management, directly contributes to the economy, efficiency, or increased effectiveness of Government operations or achieves a significant reduction in paperwork, man-hours, resources, etc.
2. ELIGIBILITY. Any Oak Ridge Operations (ORO) or Office of Scientific and Technical Information (OSTI) employee.
3. RECOGNITION AMOUNT. Award amount will be determined by applicable recognition scale for the type of recognition given. For example, if the employee is to receive time off as recognition for an adopted suggestion, the Time Off recognition scale will be used to determine the recognition amount. If the employee is to receive cash, then the appropriate recognition scale for either Tangible or Intangible benefits is to be used.
4. RECOMMENDING AND APPROVING OFFICIALS.

ORO: The Assistant Manager or his/her designee, whose organization will be responsible for implementation of the suggestion, if adopted, will be responsible for: (1) reviewing the suggestion; (2) recommending approval or disapproval; (3) determining the award amount; and (4) verifying that funds are available if recognition is monetary.

The Manager, ORO, will approve or disapprove adoption of the employee suggestion.

OSTI: The Assistant Director, or his/her designee, whose organization will be responsible for implementation of the suggestion, if adopted, will be responsible for: (1) reviewing the suggestion; (2) recommending approval or disapproval; (3) determining the award amount; and (4) verifying funds are available if recognition is monetary.

The Director, OSTI, will approve or disapprove adoption of the employee suggestion.

5. PROCEDURES AND RESPONSIBILITIES.

- a. ORO: Employees will submit their suggestions in the format described in "b" below to the Personnel and Management Analysis Branch (PMAB). The PMAB will: (1) record receipt of the suggestion; (2) determine if the employee has already received any form of recognition for the suggestion; (3) initiate the Employee Suggestion Evaluation Form and complete the appropriate portion; and (4) forward the Form along with the employee's suggestion to the Assistant Manager whose organization will be responsible for implementation, if adopted, for evaluation.

The PMAB will also notify the employee when the suggestion has been forwarded to the appropriate Assistant Manager.

OSTI: Employee will submit their suggestions in the format described in "b" below to the Assistant Director for Administration and Information Services (ADAIS). The ADAIS will: (1) check with the PMAB to determine if the employee has already received any form of recognition for the suggestion; (2) initiate the Employee Suggestion Evaluation Form and complete the appropriate portion; and (3) forward the form along with the employee's suggestion to the Assistant Director whose organization will be responsible for implementation for evaluation, if adopted.

The ADAIS will also notify the employee when the suggestion has been forwarded to the appropriate Assistant Director.

**OAK RIDGE OPERATIONS
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION
EMPLOYEE SUGGESTION RECOGNITION
(continued)**

- b. Employees submitting suggestions for consideration must do so in writing and include the following information:
1. Suggestor(s)' name, title, and organization
 2. Title of suggestion
 3. Reason for suggestion
 4. Benefit of suggestion and impact
 5. Organization responsible for implementation
- c. Within 30 days of receipt of the suggestion, the appropriate Assistant Manager, ORO, or the appropriate Assistant Director, OSTI, will review the suggestion and recommend either adoption or non-adoption to the Manager, ORO, or the Director, OSTI, as applicable.
- d. ORO: If additional time is needed in order to make a decision regarding the recommendation of adoption or non-adoption, the PMAB will be notified in writing; e.g., by e-mail, the reason for the needed additional time and the anticipated date of decision regarding the recommendation. The PMAB will then notify the employee of the anticipated date.
- OSTI: If additional time is needed in order to make a decision regarding the recommendation of adoption or non-adoption, the ADAIS will be notified in writing; e.g., by e-mail, the reason for the needed additional time and the anticipated date of decision regarding the recommendation. The ADAIS will then notify the employee of the anticipated date.
- e. ORO: The Planning and Budget Division will be responsible for certifying that funds are available for monetary employee suggestion recognition.
- OSTI: The ADAIS will be responsible for certifying that funds are available for monetary employee suggestion recognition.
- f. If the Assistant Manager, ORO, or the Assistant Director, OSTI, recommends that the suggestion not be adopted, he/she will provide written reasons to the Manager, ORO, or Manager, OSTI, for the recommendation of non-adoption of the suggestion. PMAB will notify the employee(s) of the disposition of the suggestion.
- g. ORO: The approved employee suggestion along with the Employee Suggestion Evaluation Form will be forwarded to the PMAB. The PMAB will: (1) review the nomination for regulatory compliance; (2) work with the employee(s)' supervisor to have the nomination entered into the CHRIS Workflow system; (3) prepare an SF-50, Notification of Personnel Action; and (4) prepare an award certificate. The SF-50 will be provided to the recommending Assistant Manager for presentation to the recipient.
- OSTI: The approved employee suggestion along with the Employee Suggestion Evaluation Form will be forwarded to the PMAB. The PMAB will: (1) review the nomination for regulatory compliance; (2) work with the employee(s)' supervisor to have the nomination entered into the CHRIS Workflow system; and (3) prepare an SF-50, Notification of Personnel Action. The SF-50 will be provided to the recommending ADAIS for presentation.